

## **MASTER MECHANIC**

(Competitive Class)

### **GENERAL STATEMENT OF DUTIES**

Skilled work in the repair and maintenance of fire department automotive and fire fighting equipment; and related work as required.

### **DISTINGUISHING FEATURES OF THE CLASS**

Work of this class primarily involves responsibility for personally performing skilled tasks in the general repair and maintenance of fire pumps, heavy fire apparatus, automobiles and related equipment. Also, under special or emergency conditions, the work may require occasional operation of fire pumps at fires. Supervision of all persons assigned to shop. General supervision is exercised over the incumbent by the Fire Chief. For pay purposes only, this classification and Assistant Chief classification shall be on equal basis.

### **EXAMPLES OF WORK**

Note: These examples below indicate only the GENERAL type of work performed and are not intended to restrict duties to those listed.

Supervise or perform all tune-up, preventive maintenance and major overhaul of all fire department apparatus and vehicles and other fire department mechanical equipment.

Change and recharge batteries.

Clean carbon, grind valves, set tappets and push rods and adjust ignition.

Supervise or perform changing of oil and grease all equipment.

Repair and replace main and connecting rod bearings.

Adjust carburetor and replace worn parts.

Adjust brakes and replace worn parts and linings.

Replace piston rings and pistons as needed.

Weld cracked or broken parts.

Straighten dented fenders and etc. and paint same.

Repair rotary gear, centrifugal or other types of fire pumps.

Repair related equipment, tools or fixtures, as required.

Keep shop repair tickets and records and made reports as prescribed by the Fire Chief.

Must run Service and Acceptance Tests on fire apparatus as required.

Keep fire hose records and supervise testing, care and repair of all fire hose.

Must be able to write detailed specifications for all types of fire apparatus as directed by the Fire Chief.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must present documentation indicating, at a minimum, that the applicant has met the minimum high school graduation requirements necessary to receive a high school diploma as established by the state of Louisiana Board of Elementary and Secondary Education. Such documentation shall include at least one of the following: high school diploma, high school transcript, certificate of equivalency, affidavit from the issuing high school, college diploma, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for certification of graduation.

After offer of appointment, but before beginning work in this class, must pass a medical examination and/or a physical agility test prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have not less than seven (7) years of responsible experience in auto and truck repair and mechanics, two (2) years of which must have been on fire fighting apparatus and equipment.

Must possess a valid driver's license.

Prior to beginning work in this class, must obtain a valid Louisiana driver's license.

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|     | 07-21-95 |
|     | 01-28-00 |
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